

Operations and Maintenance (O&M) Plan

Water Quality Management Plan for

Insert Project Name

Insert Project Address

Insert Property Legal Description and APN Number

Exhibit A, Operations and Maintenance Plan

BMP Applicable? Yes/No	BMP Name and BMP Implementation, Maintenance, and Inspection Procedures	Implementation, Maintenance, and Inspection Frequency and Schedule	Person or Entity with Operation & Maintenance Responsibility
Non-Structural Source Control BMPs			
	N1. Education for Property Owners, Tenants and Occupants Insert BMP narrative from Section IV.2.1 of the Project WQMP.		
	N2. Activity Restriction Insert BMP narrative from Section IV.2.1 of the Project WQMP.		
	N3. Common Area Landscape Management Insert BMP narrative from Section IV.2.1 of the Project WQMP.		
	N4. BMP Maintenance Insert BMP narrative from Section IV.2.1 of the Project WQMP.		
	N5. Title 22 CCR Compliance Insert BMP narrative from Section IV.2.1 of the Project WQMP.		
	N7. Spill Contingency Plan Insert BMP narrative from Section IV.2.1 of the Project WQMP.		
	N8. Underground Storage Tank Compliance Insert BMP narrative from Section IV.2.1 of the Project WQMP.		
	N9. Hazardous Materials Disclosure Compliance Insert BMP narrative from Section IV.2.1 of the Project WQMP.		
	N10. Uniform Fire Code Implementation Insert BMP narrative from Section IV.2.1 of the Project WQMP.		
	N11. Common Area Litter Control Insert BMP narrative from Section IV.2.1 of the Project WQMP.		
	N12. Employee Training Insert BMP narrative from Section IV.2.1 of the Project WQMP.		
	N13. Housekeeping of Loading Docks Insert BMP narrative from Section IV.2.1 of the Project WQMP.		

BMP Applicable? Yes/No	BMP Name and BMP Implementation, Maintenance, and Inspection Procedures	Implementation, Maintenance, and Inspection Frequency and Schedule	Person or Entity with Operation & Maintenance Responsibility
	N14. Common Area Catch Basin Inspection Insert BMP narrative from Section IV.2.1 of the Project WQMP.		
	N15. Street Sweeping Private Streets and Parking Lots Insert BMP narrative from Section IV.2.1 of the Project WQMP.		
	N17. Retail Gasoline Outlets Insert BMP narrative from Section IV.2.1 of the Project WQMP.		
Structural Source Control BMPs			
	Provide Storm Drain System Stenciling and Signage Insert BMP narrative from Section IV.2.2 of the Project WQMP.		
	Design and Construct Outdoor Material Storage Areas to Reduce Pollutant Introduction Insert BMP narrative from Section IV.2.2 of the Project WQMP.		
	Design and Construct Trash and Waste Storage Areas to Reduce Pollutant Introduction Insert BMP narrative from Section IV.2.2 of the Project WQMP.		
	Use Efficient Irrigation Systems & Landscape Design Insert BMP narrative from Section IV.2.2 of the Project WQMP.		
	Protect Slopes and Channels and Provide Energy Dissipation Insert BMP narrative from Section IV.2.2 of the Project WQMP.		
	Loading Docks Insert BMP narrative from Section IV.2.2 of the Project WQMP.		
	Maintenance Bays Insert BMP narrative from Section IV.2.2 of the Project WQMP.		
	Vehicle Wash Areas Insert BMP narrative from Section IV.2.2 of the Project WQMP.		

BMP Applicable? Yes/No	BMP Name and BMP Implementation, Maintenance, and Inspection Procedures	Implementation, Maintenance, and Inspection Frequency and Schedule	Person or Entity with Operation & Maintenance Responsibility
	Outdoor Processing Areas Insert BMP narrative from Section IV.2.2 of the Project WQMP.		
	Equipment Wash Areas Insert BMP narrative from Section IV.2.2 of the Project WQMP.		
	Fueling Areas Insert BMP narrative from Section IV.2.2 of the Project WQMP.		
	Hillside Landscaping Insert BMP narrative from Section IV.2.2 of the Project WQMP.		
	Wash Water Controls for Food Preparation Areas Insert BMP narrative from Section IV.2.2 of the Project WQMP.		
	Community Car Wash Racks Insert BMP narrative from Section IV.2.2 of the Project WQMP.		
Treatment Control BMPs			
	Treatment Control BMP # 1 Insert Text and/or include attachments		
	Treatment Control BMP #2 Insert Text and/or include attachments		

Required Permits

This section must list any permits required for the implementation, operation, and maintenance of the BMPs. Possible examples are:

- Permits for connection to sanitary sewer
- Permits from California Department of Fish and Game
- Encroachment permits

If no permits are required, a statement to that effect should be made.

Forms to Record BMP Implementation, Maintenance, and Inspection

The form that will be used to record implementation, maintenance, and inspection of BMPs is attached.

Recordkeeping

All records must be maintained for at least five (5) years and must be made available for review upon request.

RECORD OF BMP IMPLEMENTATION, MAINTENANCE, AND INSPECTION

Today's Date:

**Name of Person Performing Activity
(Printed):**

Signature:

[illegible]

Water Quality Management Plan
Notice of Transfer of Responsibility
Tracking No. Assigned by the City of Westminster: _____

Submission of this Notice of Transfer of Responsibility constitutes notice to the City of Westminster that responsibility for the Water Quality Management Plan ("WQMP") for the subject property identified below, and implementation of that plan, is being transferred from the Previous Owner (and his/her agent) of the site (or a portion thereof) to the New Owner, as further described below.

I. Previous Owner/Previous Responsible Party Information

Company/Individual Name		Contact Person	
Street Address		Title	
City	State	ZIP	Phone

II. Information About Site Transferred

Name of Project (if applicable)	
Title of WQMP Applicable to site:	
Street Address of Site (if applicable)	
Planning Area (PA) and/or Tract Number(s) for Site	Lot Numbers (if Site is a portion of a tract)
Date WQMP Prepared (and revised if applicable)	

III. New Owner/New Responsibility Party Information

Company/Individual Name		Contact Person	
Street Address		Title	
City	State	ZIP	Phone

IV. Information About Site Transferred

General Description of Site Transferred to New Owner	General Description of Portion of Project/Parcel Subject to WQMP Retained by Owner (if any)
Lot/Tract Numbers of Site Transferred to New Owner	
Remaining Lot/Tract Numbers Subject to WQMP Still Held by Owner (if any)	
Date of Ownership Transfer	

Note: When the Previous Owner is transferring a Site that is a portion of a larger project/parcel addressed by the WQMP, as opposed to the entire project/parcel addressed by the WQMP, the General Description of the Site transferred and the remainder of the project/parcel not transferred shall be set forth as maps attached to this notice. These maps shall show those portions of a project/parcel addressed by the WQMP that are transferred to the New Owner

(the Transferred Site), those portions retained by the Previous Owner, and those portions previously transferred by Previous Owner. Those portions retained by Previous Owner shall be labeled "Previous Owner," and those portions previously transferred by Previous Owner shall be labeled as "Previously Transferred."

V. Purpose of Notice of Transfer

The purposes of this Notice of Transfer of Responsibility are: 1) to track transfer of responsibility for implementation and amendment of the WQMP when property to which the WQMP is transferred from the Previous Owner to the New Owner, and 2) to facilitate notification to a transferee of property subject to a WQMP that such New Owner is now the Responsible Party of record for the WQMP for those portions of the site that it owns.

VI. Certifications

A. Previous Owner

I certify under penalty of law that I am no longer the owner of the Transferred Site as described in Section II above. I have provided the New Owner with a copy of the WQMP applicable to the Transferred Site that the New Owner is acquiring from the Previous Owner.

Printed Name of Previous Owner Representative	Title
Signature of Previous Owner Representative	Date

B. New Owner

I certify under penalty of law that I am the owner of the Transferred Site, as described in Section II above, that I have been provided a copy of the WQMP, and that I have informed myself and understand the New Owner's responsibilities related to the WQMP, its implementation, and Best Management Practices associated with it. I understand that by signing this notice, the New Owner is accepting all ongoing responsibilities for implementation and amendment of the WQMP for the Transferred Site, which the New Owner has acquired from the Previous Owner.

Printed Name of New Owner Representative	Title
Signature	Date

ANNUAL CERTIFICATE OF COMPLIANCE

Project: _____ Year: _____

CERTIFICATION: I certify that the above named project has complied with the inspection and maintenance frequencies specified for the onsite Best Management Practices (BMPs) detailed in the Operation and Maintenance Plan and the Water Quality Management Plan for the project. The project includes these routine source control BMPs:

N1. Education for Property Owners	Provide Storm Drain System Stenciling and Signage
N2. Activity Restriction	Outdoor Material Storage Areas
N3. Common Area Landscape Management	Use Efficient Irrigation Systems & Landscape Design
N4. BMP Maintenance	Protect Slopes and Channels and Provide Energy Dissipation
N5. Title 22 CCR Compliance	Loading Docks
N7. Spill Contingency Plan	Maintenance Bays
N8. Underground Storage Tank Compliance	Vehicle Wash Areas
N9. Hazardous Materials Disclosure Compliance	Outdoor Processing Areas
N10. Uniform Fire Code Implementation	Equipment Wash Areas
N11. Common Area Litter Control	Fueling Areas
N12. Employee Training	Hillside Landscaping
N13. Housekeeping of Loading Docks	Wash Water Controls for Food Preparation Areas
N14. Catch Basin (Area Drain, Inlet) Inspection	Community Car Wash Racks
N15. Street Sweeping Public Streets and Parking Lots	
N17. Retail Gasoline Outlets	

Owner has also upheld the recommended inspection and maintenance schedule for the project's treatment BMPs:

LIST BMPs

This facility is in compliance with the requirements of the City of Westminster, the Regional Water Quality Control Board and the National Pollution Discharge Elimination System. Copies of site inspection and maintenance reports are on file at main Facility offices.

Facility Owner/Director: _____

Printed name: _____ Date: _____

I certify under penalty of law that this document and any attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Facility Owner/Director: _____

Printed name: _____ Date: _____